

Standing Rules of Bethel #107 of the International Order of Job's Daughters

Bethel Meetings are the 1st and 3rd Wednesdays of every month at 7:00 p.m.

Official Regalia: (Article VI of the Supreme Bylaws for Bethels)

The official regalia of the Order shall be worn by the Officers and choir at all meetings. It shall consist of the white Grecian robe with a long white slip or half-slip with camisole underneath. White hose or knee-highs shall be worn with white flat shoes or white slippers without a bow. The Honored Queen, Senior Princess, and Junior Princess shall wear the appropriate capes and crowns for their respective stations and all other officers and choir members shall wear honor bands.

Cords shall be tacked along the bottom of the yoke seam to within three inches of each side of the center front (measured on the curve of the yoke), crossed in the center below the natural waistline. The seam at the yoke shoulder may be taped to the underslip strap if a full slip is worn.

Robes shall be a length of three inches from the floor, with a four-inch hem, and the underslip a length of four to six inches from the floor.

Jewelry worn with official regalia shall be limited to regulation membership and/or officers' jewels, awards, a wristwatch and one additional piece of jewelry (either one small ring or one set of small post earrings). No fingernail polish with color is to be worn with regalia.

1. Robes are the property of the Bethel. They should be returned in good condition. When a daughter is no longer active or becomes a Majority Member, she is to return her robe to the Custodian of Paraphernalia or must pay the replacement cost.
2. **No short shorts, spandex, strapless or midriff tops shall be worn to the Bethel meetings/practices or functions. A daughter may wear an appropriate staples dress to a formal/semiformal dance. It should be modest and acceptable to the adults. No low cut or backless dresses. Appropriate undergarments should be worn. If asked by an adult to cover up, it means your dress is not appropriate and you must make changes immediately or you may be asked to leave the function. A daughter may come in acceptable shorts, nice jeans, or slacks and change into her robe before entering the Bethel room. Dresses are to be worn upon request of the Honored Queen. Skirts and shorts should be at least mid-thigh length longer. Only one piece or tankini's are allowed when attending a function where swimming. A cover-up must be worn to and from the pool.**
3. No chewing gum, food, or beverages are allowed in the Bethel room.
4. No daughter under the age of 18 shall drive to any Job's Daughters function or activity without the permission of parents and Bethel Guardian Council, with the exception of those over the age of sixteen with younger siblings as long as the parents allow it. When a daughter wishes to ride with another daughter, the Guardian Secretary must have written permission on file from BOTH daughters' parents.

5. No daughter will walk home from the Bethel meeting or activity. If the Bethel meeting or function attended is away from Brownsburg, each daughter will be taken home, unless prior arrangements have been made with the council.
6. The daughters are not to be outside on the porch or steps before or after the meeting. They are to wait inside the Bethel for a ride. No daughter shall be left at the Bethel unless an adult is present for supervision.
7. The lodge phone is for necessary calls only, such as a ride home or an emergency.
8. Proficiency Work: Proficiency work shall be returned to the Guardian Secretary at the end of each term. If a daughter wishes to take her proficiency, she may borrow a copy of the secret work until after the meeting she takes her proficiency test.
9. Daughters are not to prompt other daughters on their ritual work. The Director of Epochs will have the only open ritual in the Bethel room.
10. Dues. The dues of \$20.00 are due annually by the first meeting in December. They may be paid in two installments of \$10.00, due in December and June.
11. Absences. If you are unable to attend a Bethel function or meeting it is your responsibility to call the Bethel Guardian or Honored Queen as soon as possible.
12. Absences. When a daughter is absent from a meeting, a written excuse with the Daughter's name, date of absence, reason stated for the absence and parent's signature should be given to the Guardian Secretary at the following meeting. Members will receive a written warning after their first late excuse submission. Any further excuses not turned in at the 1st attended meeting following the absence will be recorded as unexcused.
13. Absences. Excused absences are (1) death in the family; (2) illness; (3) school activity that is a required credit; (4) family vacation; (5) others may be approved by the Executive Bethel Guardian Council at their discretion. Line officers and proficient daughters are only allowed three excused absences per term to retain their eligibility to hold an elected office.
14. Sunshine Committee. Cards will be sent to members and their immediate families only, consisting of: father, mother, brothers, sisters, and grandparents. Cards may be sent to other people affiliated with Job's Daughters upon approval by the Daughters and the Executive Bethel Guardian Council. Flower and/or balloons may be sent upon special request.
15. Refreshment Committee. Members responsible for refreshments are expected to help serve and clean up. Bills may be turned in to the Guardian Secretary if needed.
16. Calling Committee. The calling committee shall be the Honored Queen. The Honored Queen may delegate this task to any or all of the following: Senior Princess, Junior Princess, Guide and Marshal. All shall be responsible to perform duties in an efficient manner by contacting all members well in advance of meetings and activities of the Bethel.

17. The Senior Princess may have a money making project to help with Installation and term expenses. She will receive half of the profit to a maximum of **\$400.00**
18. Happy Money. The Honored Queen is to use the “Happy Money” collected from her term for an improvement to the Lodge or toward Bethel property. The money will be counted immediately following the last meeting of the term and turned over to the Guardian Secretary. The money must be used within six months of the Honored Queen’s term or be turned over to the next Honored Queen to be included in her Happy Money.
19. Each Honored Queen shall have her own money making projects to pay for her fun activities.
20. Trash bags are a Bethel money making project all year long. Daughters shall be credited \$3.00 for each box of trash bags sold. This shall be accumulating credit, which may be used for expenses for Grand Session, Job-a-Rama, and Supreme Session.
21. Visitation Committee. The visitation committee shall consist of one line officer, two daughters, and one Executive Council member. All shall wear dresses when visiting Job’s Daughter’s petitioners. Remember the rules that apply to appropriate dress.
22. The list of Standing Rules is to be given to each new daughter and will be clearly posted in the purple room.
23. The outgoing Honored Queen’s flowers and gift are the responsibility of the outgoing Junior Princess. The JP will ask the outgoing HQ what type of flowers she would like and these will be purchased, within reason. The invoice for the flowers is to be given to the Guardian Secretary. The JP will collect \$1.50 from each active Bethel member to purchase the gift.
24. The Bethel will pay for a Past Honored Queen’s pin and guard. They shall be Pin J-61/2 A and Guard J-GP. The Guardian Secretary will order the pin 10 weeks before installation. The Honored Queen can opt for a different pin or ring when any additional cost is paid and the information is given to the Guardian Secretary. The difference must be paid before the order is made.
25. The Bethel will pay for a Past Bethel Guardian’s pin and guard. They shall be Pin J-109P and Guard J-NG2. The Guardian Secretary will order the pin 10 weeks before installation. The Bethel Guardian can opt for a different pin when any additional cost is paid and the information is given to the Guardian Secretary. The difference must be paid before the order is made.
26. The Bethel will pay for a Past Associate Bethel Guardian’s button. It shall be J-61NP. The Guardian Secretary will order the pin 10 weeks before installation. The Bethel Guardian can opt for a different button when any additional cost is paid and the information is given to the Guardian Secretary. The difference must be paid before the order is made.

27. The Bethel will pay for a Past Honored Queen's tiara. It is the responsibility of the Guardian Council to insure that the tiara is purchased at the most economical location at the time of purchase.
28. Pageant. The daughters of the Bethel shall elect, by secret ballot, one representative to send to the Miss Indiana Job's Daughter Pageant and one representative to send to the Junior Miss Indiana Job's Daughter Pageant. The Bethel shall pay the entry fee for each of these daughters. Any other Bethel members who wish to participate must pay their own entrance fee.
29. Pageant. Prospective Bethel 107 candidates for the Miss and Junior Miss Indiana Pageant must meet the following qualifications: have passed proficiency test and have no more than three excused absences and no unexcused absences for the six months preceding the night of election.
30. While on Bethel property, or when attending outside Job's functions, Daughters will not engage in any inappropriate behavior, and they will be dressed appropriate to the occasion.
31. Each line officer will have an assignment. The Marshal will take care of sending cards and flowers, on behalf of the Bethel, to appropriate persons mentioned under Sunshine and Rain. The Guide will submit a monthly article to the Bethel News. The Junior Princess will plan and coordinate a Bethel Service Project. The Senior Princess will plan and coordinate her Senior Princess Project.

32. Escrow Accounts

An escrow fund will be set up to provide each participating daughter and adult with means for accumulating his or her own money to draw at any time for any legitimate official Job's Daughters function. Each participant's share shall be recorded separately and any balance remaining in an account shall be returned to the general fund upon the participant becoming inactive in Bethel #107 for a period of one term.

A Bethel Guardian Council Member shall keep a record of the escrow fund. The record shall state the project, date of the project, total profits, amount applied to the fund, total number of participants and each one's share.

The Bethel Guardian Council shall determine what fund raisers and what percentage of the profits will go into the fund. There may be times when the general fund will be considered a participant. Any money owed by a Daughter or adult to the Bethel will be taken out of their fund balance to pay their debt.

** On June 10, 2009, the council voted that at least 10% of each fundraiser, except for the Senior Princess Project, be designated to go to the Bethel's general fund. **

Dear Parents and Daughters,

To ensure that both of you have send and read the preceding standing rules of Bethel #107, the council is asking that one parent and the daughter(s) sign below certifying your understanding of the above rules. Please return this signed slip to the Guardian Secretary. Thank you for your understanding and cooperation.

Parent or legal Guardian _____

Daughter(s) _____
